

# STATE OF GEORGIA

## RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>	Sheet:	1 of 2
	Schedule #:	1973-0317-03
	Effective Date:	3/12/2001

(Agency use)

(Archives use)

Date Sent: March 12, 2001

Date Received: March 12, 2001

Agency  
Control No.: 0-422-030

Agency Code: 0-422-030

Applicant: Office of Planning & Budget  
Creating Office: Georgia State Clearinghouse  
Address: 270 Washington St. S.W.  
Eighth Floor  
Atlanta, Ga. 30334

Phone: 404-656-3855  
FAX: 404-656-7901  
Email: cyza@mail.opb.state.ga.us

Administrator: Ms. Z.J. Curry

Phone: 404-656-3855  
FAX: 404-656-7901  
Email: cyza@mail.opb.state.ga.us

Application  
Type: Amend: 73-317A

Class: Individual

Series Title: Executive Order 12372 Federal Program Review (State Clearinghouse) Files.

Dates of  
Series: CY1998 to ongoing. **NOTE:** This does not relate to pre CY 1998 records.

Access: Open

Function  
Documented: Operation of the State Clearinghouse for state level review of selected applications for federal assistance. This activity is performed by virtue of Executive Order of the President of the United States (EO 12372). The submittal of state agency applications/notifications is sanctioned by O.C.G.A. 45-12-110.

Consists of: Applications to the federal government for funds/permits. Clearinghouse forms SC-1, SC-2, SC-3, and SC-4. These notify the applicant of receipt and closeout of the project (SC-1 and SC-4, respectively); notify reviewers of the project of review deadlines (SC-2) and include a check-off form for reviewer comments (SC-3).

Arrangement: Chronological by year, month, day and order of receipt.

Indexed by: State ID number; Grant title; Contact person may be used to search the Access database where each application for review is entered.

Retention Requirement: Five (5) years.

# STATE OF GEORGIA

## RECORDS RETENTION SCHEDULE APPLICATION

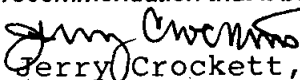
The Retention Schedule Program will enter this data:	Sheet:	2 of 2
	Schedule #:	1973-0317-03
	Effective Date:	3/12/2001

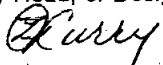
State Law or Regulation:  
Federal Law or Regulation:  
Audit Period:  
Administrative Need: Five (5) years.

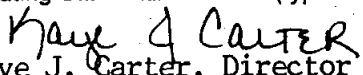
Cutoff Event: Calendar Year.

Total Retention: Temporary Record - Five (5) years


The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by:  Jerry Crockett, Deputy Director 3/30/01  
Agency Head, or Designee (type name and title here) Date

Concur:  Z. J. Curry, Administrator, Clearinghouse 3/30/01  
Creating Office Administrator (type name and title here) Date

Submitted by:  Kaye J. Carter, Director of Administration 03/30/01  
Records Management Officer (type name and title here) Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

4-11-1  Signed: David Carmicheal, Secretary of State Designee 4/11/01  
Date



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date May 27, 1976	1. Agency Address Office of Planning and Budget Intergovernmental Relations Div. State Clearinghouse 270 Washington St., S. W., Rm. 610	Application Number <b>73-317-A</b>	
Application Number		Date Received JUN 21 1976	Date Completed JUN 30 1976
2. Person to Contact Charles H. Badger		Working Title Administrator, State Clearinghouse	Telephone Number 656-3855
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-317 Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Feb., 1970 Latest To Date		5. Records Series Title (followed by title used in office, if different) FEDERAL ASSISTANCE REVIEW PROJECT FILES (STATE CLEARINGHOUSE A-95's)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Intergovernmental Relations Division headed by the Director, is responsible for continuous study and analysis of intergovernmental issues affecting Georgia. Activities which facilitate this basic mission are monitoring of germane federal legislation; provision of in-depth analysis of selected legislation and studies of needs and effects thereof on Georgia; execution of special projects for the Governor; administration and coordination of federal grant programs by establishing priorities for funding, monitoring project progress and working with regional/federal staff to coordinate review, establish policy guidelines; operation of the A-95 State Clearinghouse for review of preliminary applications for federal assistance by coordinating eligibility review of proposals and environmental impact statements, by receiving notices of grant funds awarded in Georgia, and by publishing a weekly report of applications, notices of funding, and environmental impact statements received.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: reviewing at the state level applications for federal funds and federally assisted projects.  Included are: Notification of Intent to Apply for Federal Assistance (Form SN-A-95) describing project and funding needed; Receipt of Notification of Intent to Apply for Federal Assistance (Form SC-1); Project Notification and Review Comments (Form SC-3); Results of Review of Notification of Intent to Apply for Federal Assistance (Form SC-4); forms relative to the review of environmental impact statements; and related correspondence.  File is arranged: chronologically by Clearinghouse control number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>4</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>2</u> <u>4-draw</u> Shelves _____; Other (specify) _____ wer			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>1</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) \_\_\_\_\_

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>J. H. Braselton</i>	6/16/76	<i>J. H. Braselton</i>	6/16/76
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	6-28-76
		Secretary of State/Designee	6-25-76
		Attorney General/Designee	6-29-76



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No.		Date Received	Application No.	Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Office of Planning and Budget Intergovernmental Relations (A-95 Clearinghouse) 270 Washington Street, S.W. Atlanta, Georgia 30334		4. Person to Contact  John Robins	MAY 1 1973 73-317 MAY 2 1973	6. Tel. No. 656-3829
		5. Working Title Administrator		

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series  
FY 1970 - to Date

9. Exact Series Title  
Federal Assistance Review Control Files

10. What is the function of the office in which this record series is created

The Intergovernmental Relations Division, headed by the Director, is responsible for continuous study and analysis of intergovernmental issues affecting Georgia. Activities which facilitate this basic mission are monitoring of germane federal legislation; provision of in-depth analysis of selected legislation and studies of needs and effects thereof on Georgia; execution of special projects for the Governor; administration and coordination of federal grant programs by establishing priorities for funding; monitoring project progress, and working with regional/federal staff to coordinate review, establish policy guidelines; operation of the A-95 State Clearinghouse for review of preliminary applications for federal assistance by coordinating eligibility review of proposals and environmental impact statements, by receiving notices of grant funds awarded in Georgia, and by publishing a weekly report of both the applications and notices of funding received, as well as the environmental impact statements.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the process of review of applications for federal funds and of environmental impact statements for projects, and to the receipt of notifications of direct federal actions.

Includes: Notification of Intent to Apply for Federal Assistance (Form SN-A-95) describing project and funding needed; Receipt of Notification of Intent to Apply for Federal Assistance (Form SC-1); Project Notification and Review Comments (Form SC-3); Results of Review of Notification of Intent to Apply for Federal Assistance (Form SC-4); forms relative to the review of environmental impact statements; and related correspondence.

The series is arranged in packets by Area Planning and Development Commission and thereunder by Clearinghouse Control Number which is based on a chronological system.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				4	8		
Legal-size File Drawers	18	36	Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				21			
				This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	6	4	1	1/9

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? The review function could be performed, but the operation of the total program would be seriously damaged. ☐ [ ] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? Such a program is planned. ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? historical value ☒ [X] ☐ [ ]

24. REQUIREMENTS. The following requires the files to be kept indefinite years:

- a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☒ [X] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

The series is a unique collection of data concerning federal activity in Georgia and is perhaps the only complete collection of environmental impact statements. Inactive files are consulted frequently to determine past actions taken on projects.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each  
- ☐ [ ] CALENDAR YEAR - ☐ [ ] FISCAL YEAR - ☒ [X] Other then:
- ☐ [ ] Hold in the current files area \_\_\_\_\_ month(s)/ \_\_\_\_\_ year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ [ ] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☒ [X] Other: (Specify) Upon funding of project (or closeout of review process), transfer folder to Inactive File; cut off Inactive File at end of each fiscal year; hold in current files area 4 years; retire to State Archives.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series John W. Robins ☒ Records Management Office April 6, 1973 Date

26. Recommendations		<input type="checkbox"/> [ ] Approved	<input type="checkbox"/> [ ] Disapproved	Head of Agency/Designee	Date
in Paragraph 25 are:	State	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	<u>William M. Dixon</u>	<u>5-2-73</u>
	Records	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	<u>Cargill Hart</u>	<u>4-30-73</u>
	Committee	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	<u>Robert Thell</u>	<u>5-2-73</u>